

ARC - Individual and manager process

Individual



Manager

Minimum: 2 weeks before ARC



- Individual completes the online ARC Preparation Form.

- Manager schedules ARC time in individual's calendar.



- This is automatically sent to the line manager.



- Manager adds any additional sub-topics to discuss and shares with the individual.



- Manager confirms location/venue of ARC with individual (as per individual preferences where feasible).



Individual & Manager have the Annual Review Conversation.



- The individual makes a note of their objectives and other actions from the conversation, and sends the form to the manager.

- Manager adds their points of feedback and shares with the individual.



- Manager copies the (Plan section) objectives of the ARC outcomes form and sends it to their Line Manager.



- Manager submits an online ARC Completion Form.



The manager and individual agree where the document outlining key actions, feedback and objectives will be saved and refreshed if